

Self-Enrollment Quick Step Guide: Pre-retirement Seminar (SPD_00056)

Step	Action
1.	<p>Navigate to this website to begin: https://hr85.gmis.in.gov/lm90prd/signon.html</p> <p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the ELM Training link if you logged into address above.</p> <p>ELM Training</p>
3.	<p>Click the Self Service link. <i>(If you can't locate the Self Service link, click Main Menu and then click the Self Service link.)</i></p> <p>▶ Self Service</p>
4.	Click the Learning folder link.
5.	Click the Browse Catalog link.
6.	Select the State Personnel Department category/agency link to access the course catalog.
7.	Scroll down until you see Catalog Items
8.	Review the catalog offerings by scrolling up and down the page and using the Next and Previous links in the upper right-hand corner of the screen. <i>(All courses in each catalog are listed in alpha order)</i>
9.	Upon locating the desired training/course title: Pre-retirement Seminar (SPD_00056) , click the course link or the Select link to the right of the course title.
10.	<p>Click the Enroll button to enroll into the desired course date. Note there are 3 dates listed; please select the 5/22/2014 to properly enroll into this date.</p> <p>From this page, you may also:</p> <p>(Click the View Details button to view additional information about the course. The Schedule link will show you the class location after clicking on Indianapolis, IN link.)</p>
11.	<p>On the next page, click the Submit Enrollment button.</p> <p>Please note: <i>Since the seminar is held during state time, your supervisor's approval is needed in order to attend. PeopleSoft automatically sends your supervisor an email asking him/her to approve your enrollment. Your supervisor must then log into PeopleSoft to approve your enrollment in order for you to attend.</i></p>